



**United States District Court
District of Minnesota**

CAREER OPPORTUNITY

Position:	Financial Technician
Location:	District of Minnesota St. Paul
Salary Classification:	CL 25
Range:	\$38,011 - \$61,801
Starting Salary:	Depending on Qualifications
Closing Date:	Tuesday, October 14, 2008 at 5 PM

Overview of the District of Minnesota

The U.S. District Court, District of Minnesota, serves an 87-county area. The District has four staffed divisional offices located in Minneapolis, St. Paul, Duluth and Fergus Falls. There are 7 authorized district judges, 4 active senior district judges, 7 authorized magistrate judges and a Clerk's Office staff of over 70 employees.

Introduction:

This position is located in the Clerk's Office in St. Paul and will report to the Financial Services Manager in Minneapolis. The incumbent supports several financial areas in the division and in the district. The incumbent is responsible for the safekeeping, depositing, accounting and reporting of monies received and disbursed by the court.

Representative Duties:

- ☐ Serve as the primary Financial Deputy for the St. Paul Division
- ☐ Research collections
- ☐ Perform weekly deposits
- ☐ Generate cashier reports
- ☐ Perform unannounced audit of Circuit Library
- ☐ Maintain financial forms
- ☐ Vault duties, including an annual inventory
- ☐ Reconcile BOP and USAO Collections
- ☐ Respond to and summarize the information on transferred cases from other districts
- ☐ Serve as the travel expert for Judges, chambers and Clerk's Office staff
- ☐ Create and process travel vouchers
- ☐ Create telecommunications invoices in Quickbooks
- ☐ Process jury payments for parking, meals and snacks
- ☐ Responsible for monthly summary report to management
- ☐ Maintain petty cash fund
- ☐ Correspond with individuals, law firms, and other court agencies regarding case inquiries and discrepancies
- ☐ Special financial duties as assigned
- ☐ Other operational duties as assigned

Qualifications:

- ☐ Knowledge of financial reporting, accounting procedures and policies
- ☐ Ability to understand relationships among accounts to anticipate the impact of proposed actions and/or recommend alternatives
- ☐ Must be detail oriented
- ☐ Excellent skill and accuracy working with numerical transactions
- ☐ Proficient in various computer software packages including spreadsheets word processing, spreadsheets and Internet
- ☐ Excellent customer service skills
- ☐ Excellent communication skills, oral and written
- ☐ Excellent organizational skills and ability to multitask
- ☐ Must be flexible and easy going

- ☐ Ability to adjust and adapt to frequent and sudden changes in the workload
- ☐ Excellent time management skills and ability to prioritize
- ☐ Familiarity with legal terms
- ☐ Bachelor's degree preferred
- ☐ Experience in court operations or legal work is preferred

Benefits:

Employees of the U.S. District Court are not classified under Federal Civil Service, but are entitled to similar benefits. These benefits include participation in the retirement system, health and life insurance programs, holiday and leave accrual, and periodic salary increases.

Qualified candidates may send or e-mail resume with cover letter to:

U.S. District Court
Attn: Human Resources Manager
U.S. Courthouse
300 South Fourth Street, Suite 202
Minneapolis, MN 55415
hr-usdc@mnd.uscourts.gov

The United States District Court requires employees to adhere to a Code of Ethics and Conduct Policy. U.S. or allied country citizenship is required. A background check is required.

The Court is an Equal Opportunity Employer